

ROUTING AND TRANSMITTAL SLIP

Date

1 SEP
1983

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/Logistics			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

1 - FYI and dissem to Agency components as you deem appropriate.

DO NOT use this

RD of approvals, concurrences, disposals, and similar actions

FROM: (Name, (

Post)

Room No.—Bldg.

7D-18 Hqs.

EO/DDA

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 381-529 (148).

DDA REGISTRY
FILE: 60-2

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General
Services

Administration

National
Capital

Region

Washington, DC 20407

DD/A Registry

83-4059

AUG 29 1983

Mr. Harry E. Fitzwater
Deputy Director for Administration
CIA Headquarters Building
Langley, Virginia

Dear Mr. Fitzwater,

The attached telephone contact listing has been developed to assist you in obtaining specific information on General Services Administration (GSA) programs.

It is part of our continuing efforts at GSA to provide better, more responsive service to our client agencies.

If you encounter major problems which can not be handled by the contacts listed feel free to contact Mrs. Florence C. Robinson of my staff. She may be reached on 472-1466.

Sincerely,

WILLIAM F. MADISON
Acting Regional Administrator

Enclosure

83-4059

OFFICE OF THE CONTROLLER (OOC)

TELEPHONE NUMBER

Accounting Services:
Claims Adjudication
Collection

472-1331
472-1655

Financial Reports & Information:
National Defense Stockpile
Payments to Contractors and Vendors
Reimbursable Services Billing Information

472-9889
472-1602
472-2024

Accounts Receivable Branch
Bills for FEDSTRIP and Self Service
Store purchases. Contact point for
billing problems. Contact Ms. Sara Mann.

472-1783

Administrative Support External
(Commissions and Small Agencies)

472-1754

Auditorium Reservations
(7th & D Sts., S.W.)

472-1105

Conference Room Reservations
(7th & D Sts., S.W.)

472-1105

Congressional Information

472-1650

OFFICE OF PUBLIC BUILDINGS AND REAL PROPERTY (OPR)PUBLIC BUILDINGS SERVICETELEPHONE NUMBER

Contact Mr. Ted Leininger on serious nonroutine issues that may arise regarding, repair, operations, buildings management, and federal protective problems that cannot be handled by respective Division Directors identified below:

472-1891

Buildings Management Division

Contact Mr. Daniel Hope if serious nonroutine problems arise and cannot be handled by the Building Manager or the District Manager listed below:

472-1841

District Managers

Mr. Harry Bradley - Arlington District Mgr.
Mr. Lynn Young - South District Mgr.
Mr. Jerome Kaplan - North District Mgr.
Mr. William Dorman - West District Mgr.
Mr. Daniel Cooper - White House District Mgr.
Mr. Charles Polinger - Heating District Mgr.

472-2461

472-1929

472-1495

472-4965

395-3154

472-2500

Federal Protective Service

For any crime or emergency (fire, theft, vandalism, assault, bomb threat, etc.) call FPS Control Center

472-1111

Any general request or inquires concerning protective service matters contact Mr. Alvin Turner

472-1632

Repair and Alteration Division

Inquires regarding large repair or alteration projects which are of high priority or of a sensitive nature for the purpose of funding in this or subsequent Fiscal Years, as well as for advice on cooling, electrical or housing requirements for computer or electronic equipment installations contact Mr. David Hoy

472-1472

PUBLIC BUILDINGS SERVICE

Contact Mr. Earl Eschbacher on major problems concerning design and construction, real estate and appraisal that cannot be handled by respective Division Directors identified below: 472-1891

Design and Construction Division

Any nonroutine inquiries relating to the scheduling, cost or performance on major design and construction projects contact Mr. James Stewart 472-4550

Real Estate Division

Assistance regarding nonroutine issues relating to alterations and leased facilities, leasing conditions or assignment of space contact Mr. William Jenkins 472-1721

Contact Ms. Beverly Brookshire on items relating to design office layout on a reimbursable basis 472-3597

GSA PBS Contracts Division

Inquiries concerning nonroutine contracts relating to cleaning, maintenance, repairs, construction or protection that the Buildings or District Managers are unable to handle. 472-1064

GSA PBS Planning Staff

Inquiries pertaining to prospectuses, long range space needs, environmental issues, and Historic Preservation contact Mr. Jerry Shiplett 472-1334

GSA PBS Movers

Provides office moves on a reimbursable for agencies located in GSA managed space contingent upon manpower being available contact Mr. Richard Finocchiaro 755-5636

OFFICE OF FEDERAL SUPPLY AND SERVICES (FS&S)PROPERTY MGMT. & CUSTOMER RELATIONS
STAFF FUNCTIONSTELEPHONE NUMBER

Contact John J. Suter to keep current
on GSA programs related to your mission.

(202) 472-1932

Contact Alfred Bahr, Sandy Branch
or Shelly King to solve problems which
can not be solved routinely through
established procedures.

(202) 472-1932

For training on the GSA Depot Stock
(Fedstrip) and Schedule Programs and
general or specific information
relating to all FSS and GSA programs.

(202) 472-1932

REQUISITION PROCESSING & CONTROL BRANCH

Processes all FEDSTRIP, MILSTRIP
requisitions into system. Corrects
errors, monitors delivery of export
requisitions. Contact Micheal Pineda.

(202) 755-2040

EMERGENCY REQUISITION DESK

(202) 472-7664

ADJUSTMENT SECTION

Provides emergency status, processes
quality deficiency reports, shipper
and transportation type discrepancy
reports, and request for billing
adjustment allowance cards (Doc. ID.
FAE, FAF). Contact Ms. G. Hughes.

(202) 755-2040

ORDER CONTROL SECTION

Monitor export requisitions and direct
delivery orders, and expedites when
necessary. Contact Tom Johnson.

(202) 472-3902

BUSINESS SERVICE CENTER

Provides assistance to businessmen on
how to get on GSA schedules and how
better to sell to the Government.
Contact Diane Ross.

(202) 472-1804

DISPOSAL BRANCH UTILIZATION & DONATIONS

Provides excess supplies and equipment to Federal Agencies and their authorized cost reimbursable contractors generally at no cost except for the cost of transportation.

(202) 472-1277

REHABILITATION BRANCH

Lets and administer service contracts for typewriter and calculator repair, carpet installation, drapery cleaning, furniture refinishing etc.

(202) 472-4232

SURPLUS SALES

Sells surplus government property to the public on a competitive basis. Government employees except those working for GSA are eligible to buy. Also lets contracts for waster paper removal and silver recovery.

(202) 472-2190

CUSTOMER SUPPLY CENTER - Franconia, VA

Developed to provide better, faster less complicated services for your small requirement. Order in person, by phone or by mail, no FEDSTRIP needed. Telephone and mail orders are sent out to customer within 24 hours or receipt.

(202) 557-1888
or 472-1318

GSA PERSONAL PROPERTY CENTER

Expands the existing Furniture Reclamation Center into a service operation for recycling and disposing of excess Government personal property.

(703) 557-5191

GSA SUPPLY DISTRIBUTION FACILITY

Stores and ships stock requisitions.

(703) 557-1440

SCHEDULE INFORMATION CENTER (FRIP)

Provides general information pertaining to schedule contracts.

(703) 557-8177
AUTOVON 225-9684

TRANSPORTATION AND TRAVEL MANAGEMENT

Provides rate and routing and other information needed to select lowest price carrier and household mover and to prepare GBL's. Lets mandatory use contracts for local moving services. Contact Dale Markley.

(202) 472-1626

SELF SERVICE STORE BRANCH

Questions regarding
store operations or credit cards.
Contact Mr. William Tesh.

(202) 472-1318

SPECIFICATIONS UNIT

Provides Federal specifications, standards
and commercial item descriptions.

(202) 472-2205

STANDARD FORMS MANAGEMENT BRANCH

Manages inventory of standard forms
nationwide provides answers to questions
regarding Standard Forms.

(202) 472-2018

FORMS:

Optional Forms
Standard Forms

(202) 472-2018

(202) 472-2018

AUTOMATIVE CENTER (FCT)

Purchase and or leasing of light and
heavy duty vehicles on request. Contact
Mr. Norberg.

(202) 557-0525

FURNITURE CENTER (FN)

Manage GSA inventory of stocked furniture
and let schedule contracts for furniture.
Source for furniture available data
nationwide.

Procurement Division

(703) 557-8636

(FTS) 557-8636

Inventory Management

(703) 557-2641

(FTS) 557-2641

FSS PUBLICATION CENTRALIZED MAILING LIST
SERVICES

Denver, Colo.

(303) 234-4195

CENTRALIZED MAILING LIST SERVICE (8BL)

Bldg. 41 Denver Federal Center

Denver, Co. 80225

Maintains distribution list for GSA
Supply Catalogs, Schedule Program Guide
and Schedule Contracts. Provide
publications on request.

(303) 234-4195

OFFICE OF INFORMATION RESOURCES MANAGEMENT (OIRM)

TELEPHONE NUMBER

Matters pertaining to policy for all OIRM programs within the National Capital Region (NCR). Contact Mr. Don Hardesty

(202) 472-1200

INFORMATION SERVICES DIVISION

Directs and coordinates all telecommunications programs, data processing services for Federal agencies, engineering, installation, and maintenance of COMSEC related electronic communications systems, and the Federal Secure Telephone System. Contact Mr. Harmon Johnson

(202) 472-3500

TELECOMMUNICATIONS BRANCH

Directs and coordinates all telecommunications facilities within the National Capital Region. Plans, directs and maintains liaison with Congressional and Federal agencies concerning their telecommunications requirements. Provides assistance to Congressional and Federal agencies when problem areas arise.

(202) 472-4444

Liaison and/or technical and administrative support to Federal agencies requiring consultant services, cost reduction programs, assistance to Government task forces, congressional services and Telecommunications Technical Services Contract assistance within the National Capital Region and specified geographic locations outside the region. Contact Eugene Daniels

(202) 472-9327

Provides and coordinates all
telecommunications support facilities.

FTS-472-2600
(202) 472-2600

General information concerning
management and operation of voice,
teletype and record operations.

(202) 472-9117

General information concerning
telephone information and directory
services. Contact Amelia Burns

(202) 472-1905

Provides information concerning
the Telephone Inventory and Accounting
System, related billing matters.

(202) 472-6897

TECHNICAL SERVICES BRANCH

Policy matters pertaining to
provision of data processing
services to Federal agencies.
Contact Brooks Menena

(202) 472-1981

General administrative matters
relating to provision of data
processing services to Federal
agencies.

FTS-472-7400
(202) 472-7400

Technical coordination of
contract management services.
Contact John Perdue

(202) 472-7400

Coordination of technical
assistance services.
Contact John Van Dyke

(202) 472-7400

ELECTRONIC SERVICES BRANCH

Directs and coordinates all
engineering, installations and
maintenance of Communications
Security (COMSEC); COMSEC related
security sensitive electronic
communications systems and
equipment. Contact John Stairs

(202) 472-1800

Provides facility engineering, installation and maintenance on complex electronic cryptographic and related communications systems for the Federal Government's encrypted telecommunications and law enforcement communications systems. Contact John Grimes

(202) 472-1549
(202) 472-1234

Provides the Communications Security (COMSEC) Program for cryptographic operations and the COMSEC accounting and distribution program. Provides the NCR emergency relocation communications sites and coordination for the Federal Secure Telephone Service (FSTS). Contact James W. Crawford

(202) 472-1800

Provides technical engineering, system development, and standards for communications equipment installations and maintenance. Develops prototype facility equipment packages for standard applications and for standardized telecommunications systems diagnostic test plans. Contact David Bradley

(202) 755-8946

INFORMATION SYSTEMS OPERATIONS DIVISION

Matters pertaining to the operation of GSA's in-house computer systems and to the user support services associated with the Nationwide Payroll, Supply, Accounting Systems, and Data Control Branches. Contact Robert V. Crisp

FTS-472-1420
(703) 534-2535

Matters pertaining to the operation of NCR's in-house Honeywell 6620 computer system and to user support services associated with the Federal Supply System and Consolidated Accounting Systems. Contact William A. Griessel

FTS-472-1420
(202) 751-6236

Matters pertaining to contract data conversion, distribution of computer generated reports, and supplies and materials for the Nationwide Payroll, Supply and Accounting Systems Branches. Contact Joyce M. Davis

FTS-472-3340
(301) 596-4353

Matters pertaining to the operation of the NCR's in-house Magnuson and IBM 360/65 computer systems in support of the Agency's Payroll System and other administrative computer applications. Contact Marion Massey

FTS-472-1664
(301) 736-1980

Matters pertaining to the operation of the Burroughs Computer Center which supports the Nationwide Federal Supply System and user support services associated with the Nationwide Supply Systems Branch. Contact Mike Kulina

FTS-472-4960
(703) 670-5048

PUBLIC BUILDINGS SERVICE GEORGRAPHICAL LOCATIONS

ARLINGTON DISTRICT

WPFA - Bradley
 WPF AA - Moore
 WPFAC - Yound
 WPF AJ - Armstrong
 WPFAM - McCoy
 WPFAMR - Cuthbertson
 WPFAP - Thomas
 WPFAR - Harder

District Manger - 472-2461
 Alexandria - 557-0615
 Columbia Pike - 694-2177
 Jefferson Davis - 692-3960
 McLean - 351-4533
 Reston - 860-6001
 Pentagon - 697-7351
 Rosslyn - 694-4394

HEATING OPERATION AND TRANSMISSION DISTRICT

WPFH - Polinger
 WPFHD - Davar
 WPFHS - Kight
 WPFHT - vacant

District Manager - 472-2500
 District - 557-7610
 MD-VA - 697-4478
 Technical - 472-2490

NORTH DISTRICT

WPFN - Kaplan
 WPFNG - Nowotarski
 WPFNH - Webb
 WPRNP - Ward
 WPFNR - Connors

District Manager - 472-1495
 GAO - 724-0596
 Hyattsville - 436-8826
 Patrick Henry - 376-7097
 Revenue - 275-0127

SOUTH DISTRICT

WPFS - Cook
 WPFSA - Zotto
 WPFSC - Finocchiaro
 WPF SF - Krimm
 WPFSG - Phillips (acting)
 WPF SH - McDow
 WPF SM - Austin
 WPF SS - Branca
 WPF SW - Meyers

District Manager - 472-1929
 Anacostia - 472-2240
 Central Support - 755-5636
 Forrestal - 755-9768
 Agriculture - 447-7897
 HHS - 755-9510
 Mall - 472-1020
 Suitland - 763-5054
 Southwest - 245-0461

WEST DISTRICT

WPFW - Dorman
 WPFWA - Schick
 WPF WC - Gale
 WPF WI - Rose
 WPF WR - McGinnis
 WPF WS - Lucas
 WPF WV - Jenkins

District Manager - 472-4965
 Germantown - 353-4005
 Commerce - 377-4277
 Interior - 566-1700
 Rock Creek - 254-3360
 State - 653-6104
 Veterans - 633-7327

WHITE HOUSE

WPF X - Cooper
 WPF X - Respass
 WPF XL - Johnson
 WPF XM - Gelsleighter

District Manager - 395-3154
 Buildings Manager - 395-3675
 Labor - 275-1032
 McPherson Square - 653-6257